



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

July 16, 2018
NOTICE OF JOB VACANCY
#18-150

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements:

TITLE: Deputy Attorney General 3

SALARY: \$76,289.01 to \$110,609.88

LOCATION: Office of the Attorney General
Office of Legal Affairs and Employee Relations
25 Market Street, 3rd Floor
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Attorney General, an Assistant Attorney General, Deputy Attorney General 1 or 2, or other supervisory official within the Department of Law and Public Safety represents and provides counsel to the Department as the Open Public Records Act (OPRA) custodian of records for the Department and the Office of the Attorney General in accordance with N.J.A.C. 13:1E-2; represents and provides counsel regarding administrative rulemaking, contracts, grants, memorandums of understanding, audits; conducts legal research and related work of a complex nature; interprets and applies state and federal statutes, regulations, and policies; is regularly on-call for emergencies; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice law in the State of New Jersey is required.

EXPERIENCE: Three (3) years of experience as a practicing attorney.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

RESPONSE PACKAGES MUST INCLUDE A COVER LETTER, RESUME, CERTIFICATE OF GOOD STANDING WITH THE NJ SUPREME COURT, LAW SCHOOL TRANSCRIPTS AND A WRITING SAMPLE. RESPONSE PACKAGES WILL BE REVIEWED AND CANDIDATES WILL BE SELECTED FOR AN INTERVIEW ON THE BASIS OF THEIR RESUME AND ALL SUPPORTING DOCUMENTATION SUBMITTED. **APPLICANTS WHO DO NOT SUBMIT ALL REQUESTED DOCUMENTATION WILL NOT BE CONSIDERED FOR AN INTERVIEW.** PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER ON YOUR COVER LETTER.

If interested, please send all requested materials indicated above, indicating job vacancy #18-150, before the closing date of July 30, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

